

Larwood Academy Trust

Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU

Email: admin@larwood.herts.sch.uk Telephone: 01438 236333

Website: www.larwood.herts.sch.uk Facsimile: 01438 236363

Larwood School

Deputy Headteacher: Mr Pierre Van Der Merwe - BA, NPQH

Brandles School

Headteacher: Mr David Pearce - BA (hons), PGCE, NPQH



Brandles School

ATTENDANCE -What every Parent, Carer and Student should know.

WHEN ABSENCE IS NOT ACCEPTABLE

Symptoms such as headaches, sore throats and stomach aches can usually be treated with mild medication and should not require time off school.

Medical and Dental appointments should be made outside of school hours or during school holidays. When it is impossible to make an appointment outside of school hours your son should attend school before or after the appointment.

Pupils should not have time off for any other reason.

Shopping trips and looking after adults or children are not acceptable.

Taking your son out of school for holidays.

WHAT TO DO WHEN YOURS ON IS ABSENT

We must know why your son is not at school and a written note is always required.

Whenever possible tell us in advance of an absence.

You should contact the school as soon as you can if your son is ill, and send in a written note when he returns.

If your son is not at school, the school will contact you by phone by 10.00am. to confirm that you are aware of your son's absence.

If an absence is not explained it becomes an unauthorised absence and can be reported to our Education Welfare Officer.

Larwood Academy Trust

Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU

Email: admin@larwood.herts.sch.uk Telephone: 01438 236333

Website: www.larwood.herts.sch.uk Facsimile: 01438 236363

Larwood School

Deputy Headteacher: Mr Pierre Van Der Merwe - BA, NPQH

Brandles School

Headteacher: Mr David Pearce - BA (hons), PGCE, NPQH



WHAT IS GOOD ATTENDANCE ?

Most pupils attend school everyday throughout the school year and a few are absent for more than two or three days.

Every pupil has the right to an education.

Attendance cannot improve unless the home and school work together.

Every parent and carer has the responsibility to make sure that their son makes full use of his educational opportunities.

To do this they need to:

- Attend school everyday
- Arrive on time
- Wear the correct school uniform

WHEN ABSENCE IS ACCEPTABLE

- When you son has an illness or injury that prevents them from learning or has to be treated at home or in hospital.
- Exceptional circumstances like a family bereavement.
- An interview at a college or workplace.

WHAT DO WE DO ABOUT POOR ATTENDANCE ?

The school contacts the home when a pupil has not arrived at the school by 10.00am

Where a pattern of non attendance appears, we will discuss our concerns with the Schools Attendance Improvement Officer

Where a child's absence has been unauthorised for at least 20

sessions in the current term, a Fixed Penalty Notice may be issued and could involve a fine .

The AIO can also become involved with the family and if attendance does not improve, court proceedings can be taken against Parents.

Larwood Academy Trust

Executive Headteacher: Mr Sean Trimble B.Ed (hons) MA NPQH

WEBB RISE, STEVENAGE, HERTFORDSHIRE, SG1 5QU

Email: admin@larwood.herts.sch.uk Telephone: 01438 236333

Website: www.larwood.herts.sch.uk Facsimile: 01438 236363

Larwood School

Deputy Headteacher: Mr Pierre Van Der Merwe - BA, NPQH

Brandles School

Headteacher: Mr David Pearce - BA (hons), PGCE, NPQH



HOW DO WE REWARD GOOD ATTENDANCE ?

We reward individual attendance ; We award certificates for full and for improved attendance.

If you are concerned about your son's attendance contact the school and speak to Mr T Morris on 01462 896 351 or please Email tmorris@brandles.herts.sch.uk